

Faculty Handbook

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July 2002 Handbook Revisions

General Change:

Throughout the Handbook, “Dean of Academic Services” and “Dean for Academic Services” have been replaced with “Dean for Academic Development”

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1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Academic Senate the following are criteria for election:
 - a. ~~Representatives from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education~~ must be faculty who appear on the Rank and Tenure roster.
 - b. ~~Representatives of the School of Extended Education must:~~
 - i. ~~have taught at least 100 hours in the previous 12 months in the School of Extended Education;~~
 - ii. ~~or be faculty who appear on the Rank and Tenure roster who have taught two courses in the School of Extended Education within the previous 12 months.~~
- c.d.e.f. (changed to b.c.d.e.)
2. The following are ineligible to stand for election:
 - a. Presidents, Vice Presidents, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
 - b. Faculty whose instructional duties are less than 4/7, **or, in the case of the School of Extended Education, less than 100 instructional hours in the year previous;**
 - c. Chairpersons, directors, etc., whose instructional duties are less than 4/7.

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1.6.1.1.5 Voting Rights

1. Elections conducted by the Academic Senate:
 - π. ~~Except in Rank and Tenure Committee elections, all Saint Mary's College faculty members are entitled to vote.~~ **Ranked Faculty. All ranked faculty will automatically receive election ballots.** Faculty members may vote in one School

only. **For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility (graduate or undergraduate and school) for which they qualify,** determined by the School where the majority of courses are taught in a given scholastic year. ~~In the case of an evenly divided number of courses, the faculty member will decide in which School he/she will vote. Full and part-time faculty members may vote for program representatives, undergraduate or graduate, in one program in their School only, determined by the program in which the majority of courses in that School are taught. In the case of an evenly divided number of courses in his/her School, the faculty member will decide in which program he/she will vote.~~

- b. **Voting eligibility of Adjunct and part-time faculty and lecturers will be determined by the Dean's office for the school in which those faculty teach. On or before December 1st of each year, Deans offices must submit to the office of the Academic Senate a roster of eligible adjunct and part-time faculty based on the following criteria:** adjunct and part-time faculty are eligible to vote only when teaching one or more full courses in a given quarter or semester or, in the case of the School of Extended Education, when they are faculty members who have taught ~~either within the month preceding the commencement of the election process~~ **at least 100 instructional hours in the previous 12 months in the School of Extended Education or meet the criterion 1.b.i. under Faculty Qualifications for Election, (see 1.6.1.1.4).** Non-academic administrators and coaches who are full-time College employees are considered adjunct faculty or lecturers if they teach one full course during the scholastic year of the election. **If on December 1st, the office of the Academic Senate has not received the voter eligibility roster from a Dean's office, the Senate administrative assistant will request the roster, reminding the Dean's office that the final filing date for the roster is December 15th. If any school does not submit a roster by December 15th, adjunct or part-time faculty members in that school will NOT receive voting ballots.**

- ~~b.c.~~ Full and part-time Samuel Merritt College faculty members are entitled to vote for representatives from the Intercollegiate Nursing Program only.

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1.6.1.2.7 Membership

The Academic Senate consists of 16 members, distributed as follows:

- chairperson
- vice chairperson (chairperson elect)
- four faculty members from the School of Liberal Arts
- two faculty members from the School of Science
- three faculty members from the School of Economics and Business Administration (two from undergraduate programs, one from the graduate programs)
- one faculty member from the Intercollegiate Nursing Program
- two faculty members from the School of Extended Education

- ~~two faculty members from the School of Education~~
- **five tenured faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education**
- **six tenured faculty members to be elected at large from the five schools listed above**
- **two faculty members on the Rank and Tenure roster who do not have tenure to be elected at large from the five schools listed above**
- **one faculty member from the Intercollegiate Nursing Program**

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1.7.3.6 Educational Policies Board

Membership: The Educational Policies Board is composed of ~~23 to 24~~ **20 to 21** members and a chairperson. The vice chairperson assumes the office of chairperson after serving one year as vice chairperson. The chairperson becomes past chairperson in the year following service as chairperson. The chairperson, vice chairperson, **and the** past chairperson, ~~and vice chairperson of the Academic Senate (ex-officio)~~ form an Executive Council for the purposes of committee appointments and coordination of the responsibilities and activities of the entire Board.

All faculty members elected to the EPB must satisfy the Qualifications for Election (see section 1.6.1.1.4). ~~The Executive Council may appoint some graduate members on the basis of need rather than qualification for election.~~

- chairperson
- vice chairperson (chairperson elect)
- past chairperson (in the year following service as chairperson)
- one Academic Dean appointed by the Academic Vice President (non-voting)
- ~~two~~ **four tenured** faculty members, ~~elected from those teaching in~~ **one elected from each of the undergraduate programs of the** Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education
- ~~one~~ **four** faculty members **to be elected at large from the four schools listed above** any School undergraduate program, ~~elected at-large~~
- ~~one~~ **four tenured** faculty members, **one** elected from ~~each of the~~ those teaching in the graduate programs of the Schools of Liberal Arts, ~~Science~~, Economics and Business Administration, Extended Education, and Education
- ~~two or three~~ **one or two** faculty members appointed as needed by the EPB Executive Council to fill Committee positions for graduate program faculty
- a representative of the Intercollegiate Nursing Program from Samuel Merritt College appointed by the Executive Council in consultation with the Dean of Nursing
- librarian or appointed designee (non-voting)
- the vice chairperson of the Academic Senate (non-voting)

1.7.4.1 Grievance Committee

Membership:

- nine **tenured** undergraduate faculty members, three elected at-large each year by the undergraduate faculty, to three-year terms
- three **tenured** graduate faculty members, elected at-large by the graduate faculty to three-year terms
- two **tenured** Extended Education undergraduate faculty members, elected by the Extended Education faculty ~~to~~ **for** three-year terms.

1.7.4.2 Faculty Welfare Committee

Membership:

- ~~three full-time ranked undergraduate faculty members, elected at large by the undergraduate faculty from the Schools of Liberal Arts, Science, and Economics and Business Administration, for two-year staggered terms~~
- ~~one full-time ranked graduate faculty member, elected by the graduate faculty of the School of Education and the graduate faculty of the Graduate Business Programs, for a two-year term~~
- ~~one full-time ranked undergraduate faculty member from the School of Extended Education, elected by the Extended Education faculty for a two-year term~~
- **four tenured faculty members elected at-large for staggered three-year terms**
- **one ranked faculty member elected at-large**

1.7.4.3 Faculty Elections Committee

The Committee on Committees

Role: ~~The Faculty Elections~~ **The Committee on Committees** is a standing committee of the Academic Senate, charged with responsibility for conducting faculty elections (see section 1.6.1.1). The Committee reports regularly **through the elections season** to the Academic Senate **and maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness and reports on same to the Senate and, when warranted, recommends changes.**

Membership: ~~Five faculty members, one from each School, appointed by the chairperson of the Academic Senate for staggered two-year terms, and the vice chairperson of the Academic Senate. The Committee chairperson is appointed by the chairperson of the Academic Senate. Because of the close ties between this Committee and the Senate (which~~

~~has overall responsibility for faculty elections), an effort is made to include several senators among the five members of the Committee.~~

Membership:

- vice chairperson of the Academic Senate, who serves as chair of the committee for one year
- five tenured faculty members, one from each of the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education, elected for two-year staggered terms

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1.7.5.8 Alcohol and Other Drug Committee

***Reports to:* Dean of Student Development**

Membership:

1. 3 appointed students (one appointed by the ASSMC President for a one academic year term, one appointed by the Director of Student Activities for a two academic year term, and one student appointed by the Dean of Campus Life for a two academic year term),
2. 2 appointed faculty (appointed by the Academic Senate Chair, one for a one-year term and one for a two-year term)
3. 4 appointed staff (one appointed by the Dean of Campus Life, one appointed by the Director of Student Activities, one appointed by the Director of Human Resources, one appointed by the Director of Athletics)
4. 2 staff by-right-of position (Director of the Alumni Office, Health Educator from the Health and Wellness Center)

Charge:

The AOD Committee's purpose is to support the legal and responsible use of alcohol while reducing the high-risk behaviors and negative consequences associated with the use of alcohol and other drugs. The committee's activities include:

1. promoting forums for campus dialogue and educational opportunities concerning alcohol as well as illicit and illegal drugs;
2. reviewing the College's policies, procedures and practices regarding alcohol and other drugs and
3. conducting the biennial review of the College's drug prevention program (in compliance with the Drug-Free Schools and Communities Act Amendments of 1989).

Meetings: Meets at least once per term.

2.2.4 REDUCED SERVICES (TENURED APPOINTMENT)

Tenured faculty may **permanently** reduce their full-time tenured appointment to a reduced services appointment (4/7 course load or less) through written agreement with the College, called the Reduced Services Plan. **In order to be eligible, the tenured faculty member must have completed 10 years of full-time service and have attained age 60 at the time of the election.** The **tenured** faculty member retains the status and privileges of full-time appointments, excluding rights to sabbatical leave, but including voting rights, access to the facilities of the College, and all other faculty privileges and employee benefits, **except life and long-term disability insurance (which are proportional to the reduced salary) held from time to time by faculty members.**

Tenured faculty may request a **temporary** reduction in teaching load, accompanied by a proportional reduction in compensation and employee benefits (**See, also, Sections 2.14.3 and 2.13.2**). Faculty in this category retain faculty status and privileges, including in this case eligibility for sabbatical leave. Faculty under this provision may consider each 7/7 course load of accumulated service rendered as one year of service toward eligibility for sabbatical.

2.6.1 *Scholarly Interests and Pursuits*

Saint Mary's College recognizes that intellectual growth and scholarly activity are closely related both to each other and to teaching effectiveness. Respecting the teaching mission of the College, Saint Mary's recognizes that faculty fulfill their responsibilities primarily through the teaching programs and curricula of the College. Scholarship aims not only at expanding the store of knowledge in the disciplines or in an interdisciplinary field, but also at enlightening the lives of our students with that knowledge as well as with the challenges and joys of its pursuit. Within areas of specialization, scholarly activity manifests itself in formal and concrete ways that help keep alive and current the skills indigenous to one's academic discipline. Scholarly activity and intellectual growth should be broadly defined, yet specifically demonstrated in order to be evaluated fairly and effectively. **The demonstration of scholarly activity should include some form of public presentation and external peer review.** The broad view recognizes the purposes of scholarship as:

1. Contributing to new knowledge and understanding in a basic discipline or field, including its pedagogy;
2. Developing greater expertise in one's discipline or in a related field of study;
3. Providing new insights into the connections between the disciplines and into the historical and philosophical underpinnings of one's area of expertise;
4. Enriching the intellectual lives of students by involving them as collaborators with faculty in original research;

5. Researching, developing and assessing new pedagogies and curricula (engaging in the scholarship of teaching and learning.)

It is the responsibility of faculty to present clear and public evidence of their scholarly performance and achievement. **Since academic departments at Saint Mary's College are relatively small, review by academic colleagues outside the College is of some importance at each rank in maintaining a connection to the field and to academic colleagues with expertise in the specific area of inquiry.** The forms which this presentation may take include, but are not limited to:

1. Delivery of research papers or lectures;
2. Awards for scholarly achievement; ~~creative achievement in the arts;~~
- 3. Creative achievement in the arts;**
4. Acceptance to competitive structured programs of post-graduate study beyond that required for the terminal degree in one's field;
5. Published research through books, articles, reviews, and reports;
6. Activities related to professional practice where the faculty member's expertise or contribution can be evaluated. These activities represent the acquisition of significant knowledge or originality in the application of knowledge. Thus the College also recognizes the following evidence:
 - a. Professional papers or reports, published or unpublished, which result from and/or describe consultancies;
 - b. Courses or workshops, taught on a consultant basis or at Saint Mary's College, which demonstrate the faculty member's growth as a professional or increase his/her learning, expertise or skill;
 - c. Participation in professional meetings, panels or workshops.
- 7. Other evidence that the faculty member has earned a sound professional reputation among academic colleagues outside the College.**

Service to the College

A living commitment to our three-fold Mission calls for effective service to our students, our colleagues and the College: that service is both a privilege and a responsibility. Because we value broad representation of faculty (wherever possible) in the College's activities, and because the contribution of all members is required to sustain the community, we expect dedicated and effective service from every member of our community. We are especially committed to serving the full development of our students.

Expected service includes:

1. Conscientious and effective advising of students;

2. Participation in the work of departments, programs, and Schools, and in the governance of the College, for which service on School-wide and College-wide committees is one important element.
3. Attendance at departmental and committee meetings, general Academic Senate meetings, commencement and other special convocations.

Service can also include (but is not limited to) the following activities:

1. Participation in co-curricular activities such as peer mentoring, student club and athletic team advising, and the production of campus-wide events;
2. Participation in activities inside the College such as colloquia, fora, public lectures, reading and study groups, which foster the intellectual community, institutional identity, and interschool/ interdisciplinary collaboration;
3. Helping to train and mentor new faculty;
4. Non-scholarly service to the larger intellectual, professional, and/or Lasallian community;
5. Service to the larger community in keeping with the College's Lasallian traditions and concern for social justice.

It is the responsibility of faculty to present clear evidence of their effective service to the College. Faculty service should be shared by all. A faculty member is not expected to serve at one time on more than one committee which has an intensive workload (e.g., Rank and Tenure, Academic Senate, or Educational Policies Board, and such other faculty committees as the Senate shall designate). During the academic year following a three-year continuous service commitment to committees with intensive workloads, a faculty member may request exemption from that year's faculty election process through the chair of the Elections Committee.

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2.6.1.1 Additional Criteria

Tenure: In addition to the criteria cited above, the following are included in view of the nature of tenure:

1. The needs of the College and the department;
2. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
3. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.

Promotion: The following special criteria apply to various ranks:

1. Assistant Professor

- a. possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
- b. a promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure).

2. Associate Professor

- a. possession of the doctorate, other appropriate terminal degree, or its equivalent;
- b. evidence of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure);
- c. since the rank usually accompanies tenure, note criteria for tenure above.
- d. in cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.

3. Full Professor

- a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
- ~~b. the rank is awarded in recognition of high scholarly achievement and teaching effectiveness, scholarly achievement to be evidenced by a sound professional reputation among academic colleagues outside the College itself.~~
- b. high level of teaching effectiveness and continued development of teaching expertise, and
- c. evidence of highly effective service to the College community in and beyond the level of the department, and**
- d. significant scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College, and**
- e. a special emphasis on the contribution and commitment to the aims and ideals of the College, an active interest in the quality of the curriculum and the ability to work productively with colleagues.

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2.6.2.2 Faculty, Department and School Procedures

Sections 2.6.2.2 through 2.6.2.2.2 became effective July 1, 1998.

There are three distinct types of review: promotion, tenure, and interim reviews. In a given year a faculty member moving toward promotion and tenure can have overlapping reviews. In all cases, it is the faculty member's responsibility to be knowledgeable about his/her schedule for review. ~~Interim reviews~~ **Department/School interim reviews, Rank and Tenure interim reviews**, and tenure reviews occur according to the length of the candidate's in-residence probationary period. Promotion reviews occur according to the candidate's placement on the salary scale (see section 2.6.2.1.2).

Interim and Tenure Review Cycle by Length of In-Residence Probationary Period

	Seven Years (No years granted toward tenure)	Six Years (One year granted toward tenure)	Five Years (Two years granted toward tenure)	Four Years (Three years granted toward tenure)
1.	No Review			
2.	Dept/School Interim Review	No Review		
3.	Rank & Tenure Interim Review Dept/ School Interim Review	Rank & Tenure Interim Review Dept/ School Interim Review	Rank & Tenure Interim Review Dept/ School Interim Review	Rank & Tenure Interim Review
4.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
5.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
6.	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review
7.	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary
	Note: The timing of promotion reviews by the Rank and Tenure Committee depends upon the candidate's initial placement on the salary scale (see section 2.6.2.1.2)			

Freedom and Responsibility

~~Academic freedom is enjoyed by all faculty members as generally indicated in the documents of the AAUP. All members of the faculty are expected to respect the religious commitment of the College.~~

~~A faculty member should have the expressed authority of the President if he/she proposes to make a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they “should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.” (AAUP).[†]~~

Saint Mary’s College’s ability to perform its Mission depends on the vigorous and unimpeded exercise of the Faculty’s academic freedom. The common good of our Catholic, Lasallian, and Liberal Arts community depends on the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

- a. All Saint Mary’s faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.
- b. Faculty are entitled to freedom in the classroom in discussing their subject or area of professional expertise, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or area of expertise. Faculty have a particular obligation to promote conditions of free inquiry, discussion, and expression.
- c. Saint Mary’s College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they must remember that the public may judge their profession and their institution by their utterances. Hence they must at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

[†] ~~AAUP Policy Documents and Reports (1990).~~ [†]

(This statement is based on principles articulated in the following AAUP documents: “1940 Statement of Principles on Academic Freedom and Tenure,” the 1940 and 1970 interpretive comments, the “Statement on Students’ Rights and Freedoms,” the “Statement on Extramural Utterances,” the “Statement on Professors and Political Activity,” the “Statement on Professional Ethics, Section II.”)

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2.13.2 LEAVES WITHOUT PAY

Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a leave of absence with the approval of the department chairperson, by recommendation of the Dean of the School and the Academic Vice President to the President. Normally, a leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. **Benefits such as medical, dental, vision, life and long-term disability are not due during a leave of absence; however, the faculty member may continue any or all of these coverages** ~~Collateral benefits are not due during leave of absence except that a faculty member may continue medical, dental, and vision insurance during any leave that is not covered by the Family and Medical Leave Act of 1993, normally on the condition that he/she pays the entire premium. One academic year or less of scholarly leave of absence may normally be counted as part of the probationary period. A faculty member on leave must notify the Dean of the School or the Academic Vice President by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.~~

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2.14.3 ~~BASE AND MAJOR~~ MEDICAL PLANS

The College provides comprehensive medical plans for all ranked **and adjunct** faculty **teaching six or more courses per academic year. That coverage is provided** either through Health Net POS (Point of Service), Kaiser Health Plan, or Health Net (HMO). The latter two are qualified health maintenance organizations. The College pays up to a fixed dollar amount which is determined on an annual basis. Any additional premium costs are paid by the employee on a pre-tax basis through payroll deduction. Adjunct faculty teaching five courses or more per academic year are also eligible for coverage. In such cases, the College contribution will be pro-rated, based on the percentage of full time worked. **Ranked and adjunct faculty teaching five courses per academic year are also eligible for coverage, in which case the College contribution will be pro-rated based on the percentage of full-time worked. Ranked faculty teaching fewer than five courses per academic year are not eligible for coverage, though they may continue their**

participation in their health plan by paying the full premium costs. Employees must enroll in one of the programs within the first 30 days of employment. Coverage begins on the first day of the month following 30 days of employment. Rates and applications for coverage may be obtained from the Human Resources office. Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.

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2.15.1 **2000-01 2002-2003 Ranked and Adjunct Faculty Salary Scale**

Step: Number of Years of Credited Experience	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	40,161 32,652	42,474 34,355	43,835 37,259	46,412 39,404	52,909 46,908	55,957 49,607	67,464 61,075
2	41,365 34,285	43,748 36,072	45,201 38,563	47,805 40,783	54,496 48,315	57,636 51,095	69,488 62,907
3	42,606 35,999	45,061 37,875	46,557 39,913	49,239 42,210	56,131 49,764	59,365 52,628	71,573 64,794
4			47,954 41,310	50,716 43,687	57,815 51,257	61,146 54,207	73,720 66,783
5			49,392 42,756	52,238 45,216	59,550 52,795	62,980 55,833	75,932 68,740
6			50,874 44,252	53,805 46,799	61,336 54,379	64,869 57,509	78,210 70,803
7	7 Prof; Prof 6 advance and Prof A 2001 7 Prof 7B 2001 and Prof 7B 2002 Pre 1989 Professor 7					80,556A 81,764 B 82,865 Pre-1989 78,764	72,927-A 75,115-B 76,843 78,764

Rules for 2002-2003:

- Professor 6 moves to Professor 7A: Professor 7A in 2001-2002 stays at level Professor 7A for 2002-2003.
- Professor 7B in 2001-2002 remains at level Professor 7B for 2002-2003.

2001-2002: Adjunct Faculty cannot move beyond the Associate level

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- 2.15.2 FOR LECTURER POLICY AND SCALE, SEE DEAN OF APPROPRIATE SCHOOL OR OFFICE OF HUMAN RESOURCES.

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3.1.6 CLASS ATTENDANCE (STUDENTS)

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a course. Excessive absence can be a cause for dismissal from the College. Faculty are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly-scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

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3.1.6.1 ATTENDANCE POLICY: STUDENT ATHLETES

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has schedules intercollegiate competitions, will not be penalized for missing class because of representing the College in those competitions – so long as the student's absence from the class for the purpose of intercollegiate athletic competition does not exceed:

- 4 classes on the MWF schedule (fall and spring terms)**
- 3 classes on the T/Th schedule (fall and spring terms)**
- 2 classes during a traditional January Term course**
- 1 class per term (fall and spring) for labs and courses that meet once per week**